



CITY OF HOUSTON

Job Posting

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1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	PROJECT MANAGER
3	Posting Number	PN# 106030
4	Department	Department of Public Works & Engineering
5	Division	Public Utilities Division
6	Section	Wastewater Operations Branch
7	Reporting Location	611 Walker*
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTION**

Maintenance management scheduler whose duties are to support the prioritization and commitment process of converting work requests to work orders. This includes; coordinates the completion of planned and unplanned work on a day-to-day basis; work with Operations Systems Planner to set priorities and coordinate work; allocates work orders to maintenance staff and facilitates their completion with purchasing and material support; executes maintenance support contracts; monitors and processes claims on warranty issues; and approves completed work orders for closure.

10 **ESSENTIAL FUNCTIONS/WORKING CONDITIONS**

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Four years of experience in construction, construction inspection, design, geotechnical environmental or a closely related field is required. Directly related professional experience may be substituted for education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will also be given to applicants with strong knowledge of wastewater maintenance scheduling and strategies.

15 **SELECTION/SKILLS TESTS REQUIRED** None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 24

\$1,419 - \$2,232 Biweekly \$36,894 - \$58,032 Annually

18 **OPENING DATE** August 3, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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